Procedure 3.2525

Federal Work-Study Student Handbook Procedure

Introduction

The College sponsors a Federal Work-Study (FWS) Program under the Higher Education Act of 1965, Title IV, Part C. The program, subsidized by the College and federal funds, provides jobs for students who are taking at least six credit hours in their curriculum.

The College participates in the Work-Study program which provides funds for part-time employment to help eligible students finance the cost of postsecondary education. Students must file a Free Application for Federal Student Aid (FAFSA) to participate in this federal program. The FAFSA can be completed online

Description

The Federal Work-Study (FWS) program is a federally funded, Title IV, need-cased, part-time employment program that provides eligible students with the opportunity to earn income through meaningful work experiences while pursuing their academic goals. Students are compensated for hours worked through the program, with wage rates determined by the nature of the position (on-campus or off-campus community service). However, specific pay rates are not included in this procedure.

The number of hours a student is permitted to work is based on several factors, including the student's cost of attendance, area of employment, and the availability of federal funds. To support academic success and student well-being, a maximum limit of 20 hours per week is enforced for all student employees. This limitation is in place to help ensure students are able to maintain satisfactory academic progress while also participating in other extracurricular and personal development activities.

Employment under FWS is reasonably available to all eligible students to the extent of available funds. Students are notified about FWS job opportunities via advertisement and email.

Employment under FWS, to the maximum extent practicable, complements and reinforces the educational program or career goals of each student receiving assistance under the FWS Program.

Employment under FWS may be used to support programs for supportive services to students with disabilities. FWS students are approved for 1-20 hours per week. FWS earnings are updated monthly on an Excel spreadsheet. The Office of Financial Aid works closely with FWS supervisors and the Business Office to ensure efficient timesheet procedures. America Reads/Counts allows an eligible student to tutor reading or math to students in area elementary schools.

Mission
The mission of the Federal Work-Study Program at the College is twofold:

1. To assist students with financial need in meeting the costs of postsecondary education by providing part-time employment.
2. To stimulate and promote the learning skills, responsibilities and attitudes related to the work environment in an educational setting; combining learning with work that will transfer into careers and vocation after college.

The Federal Work-Study Program is an integral part of the College and is committed to providing benefits for both the student and Beaufort County Community College.

Refer to the BCCC Equal Employment Opportunity, ADA, Non-Discrimination and Anti-Harassment (including Sexual Harassment) Policy.

Eligibility
A student may be selected for employment under the college work-study program only if he/she meets all of the requirements listed below. He/she must be:
1. A citizen of the United States.
2. Must be enrolled at the college for at least 6 credit hours.
3. In need of financial assistance from such employment in order to pursue a course of study at the college. Need is defined as a cost of attending the college less the resources available to the student and is computed by using the national needs analysis system.
4. Maintaining “satisfactory academic progress” while employed under the program. Students should carefully review the college financial aid standards of progress.

Eligibility (Summer)
1. Student must have been enrolled in at least 6 credit hours preceding the summer session and intend to continue their program following the summer session at the college, or
2. Be enrolled at least 6 hours for the first time during the summer session and intend to continue in at least 6 credit hours in the upcoming academic year.
Students attending BCCC during the summer session only, and not during the regular academic year, are not eligible for employment under the program.

Federal Work-Study Application Procedures
1. The student applies for the Federal Work-Study Program by completing the Free Application for Federal Student Aid (FAFSA). The Financial Aid Office will determine eligibility for Federal Work-Study funds.
2. The student completes an application for work-study, which will outline the student’s skills, experience, and interests. Whenever possible, placement may be made in an area related to the student’s course of study or career goals.
3. The work-study coordinator will review student applications and place students in appropriate job settings when positions and funds are available. Returning students

may resume their job from the previous school year if requested by their supervisor, and have completed all necessary yearly paperwork with the Financial Aid Office.

4. A student may not begin work until a background check has been approved and all payroll paperwork has been completed, returned to the Financial Aid Office and processed. Required forms include a W-4 (Tax Withholding Form), NC-4 State Form and an I-9 (Employment Verification Form). Proper identification is necessary to complete this process. A valid driver's license, a U.S. social security card or an original or certified copy of the birth certificate will be needed to prove eligibility to work. A valid U.S. passport may be used in place of the previously mentioned documents.

5. The supervisor and the student together complete a Class/Work Schedule form to be on file with the supervisor and the Financial Aid Office. A student's schedule will be reviewed each semester to assure that the student is not working while the student should be in class.

6. Due to the limitation of FWS funds and the fact that it is a need-based program, there is no guarantee that students receiving FWS in the current year will receive FWS in subsequent years.

Student Work Schedules

College departments vary in work schedules. Some offices require that a student's work schedule be Monday through Friday from 8:00 a.m. – 5:00 p.m.; other departments may require some nights or weekend work. Students are not to work over 8 hours in a day without a 30-minute break reflected on the timesheet. Overtime is not paid to work-study students. Students are only allowed to work up to 20 hours per week.

When the student is hired, both the student and supervisor will complete a Class/Work Schedule Form and determine an agreeable work schedule. The student must adhere to that schedule throughout the term.

Students are not allowed to work at any time in which their classes are in session. If a class has been cancelled for the day and the student is needed to work during that time, the student must write a notation beside those hours on the time sheet using the following notation: "class cancelled". Federal regulations stipulate that a student cannot work during class time. This notation would explain why the student was at work during class time.

Exams: If a student's exam schedule makes the regular work schedule impossible, the student should notify the supervisor well in advance so that missed hours can be rescheduled.

Hours per Week

A student will generally be allowed to work 20 hours per week during the academic year. This keeps the student "on track" and allows the supervisor to plan and prepare work assignments. However, a student's earned income from work-study plus other aid, such as Pell, scholarships or loans, cannot exceed the student's individual Cost of Attendance.

A student, who desires to reduce his or her weekly work hours, thereby reducing their total work-study award, should do so within three weeks from the beginning of the term. Once a work-study award is reduced, the award should remain reduced for the remainder of the semester, and no other changes should be made until the end of that semester. Students who do not expend the entire award amount may have their award amount reduced for the next academic year.

Work-study can be suspended or reduced at any time due to lack of funds.

Missed work hours/sickness
Permission to be absent must be requested well in advance of the absence. In case of emergencies, the student should notify their supervisor during the first day of their absence. Students using sickness as an excuse for being absent for more than one day must call the supervisor each day in order to give notice. Excessive absences would be grounds for a disciplinary notice and possible suspension from the program.

Missed work hours each week should be made up the following week, or in cases of excessive absences, as soon as possible. In such cases, the student and the supervisor should determine agreeable times for the missed hours to be made up. Classes cannot be skipped in order to make up missed hours. In the case of an extended illness, a physician statement is required. In rare cases a student may be permitted to take a leave of absence and be replaced by another student. Once this leave of absence is over, the student will be placed in a position when one becomes available and when funds allow.

Work Assignments
Each day upon arriving for work, the student should consult the supervisor for assignments. Work assignments may also be written or given in advance. Students are not allowed to study or leave the work site without the permission of the supervisor. Supervisors are responsible for ensuring that student employees have enough work to do**.** Supervisors may loan work-study students to other members of the same department, but not outside of the department without special permission from the work-study coordinator.

Each division or department is responsible for closely monitoring the use of student's time. If a student's primary assignment is not requiring all of his or her time, the student should be temporarily assigned to another area within the same department. Students should clearly understand that they are assigned to an entire department or division, with their work time to be used as efficiently as possible throughout the year.

The Federal Work-Study coordinator should be advised, either by the student or the supervisor, if there is not useful work to be done over a period of time. The student will then be assigned to another department.

Work-Study positions are a vital and necessary part of the College's operations and require a commitment on the part of each student and supervisor in terms of time, energy, and dependability. The student's work performance is evaluated and placed in

the student's permanent file in the office of the work-study coordinator. This evaluation may be used in determining any recommendations the College may make concerning future employment references for the student.

Students should be assigned work only related to their Federal Work-Study position. They should not be asked to perform any work not directly related to their position (i.e. help with a supervisor's non-work related task). Supervisors should not expose the work-study student to any sensitive information without proper training and documentation. If a student feels they have been exposed to sensitive information, is concerned with the confidentiality or security of information they have been asked to work with, or is requested to perform work not related to their position, they should contact the work-study coordinator in the Financial Aid Office immediately.

Timesheets
Students should keep an accurate daily account of time worked on a timesheet. Timesheets should be filled out daily. Supervisors should monitor accuracy of the times worked to prevent students from being paid for hours not worked. In accordance with Federal Regulations, both the student and the supervisor, or supervisor's representative, must sign the timesheet, certifying the hours as a true statement of hours worked. Therefore, a supervisor cannot be expected to certify back hours for a student who turns in late timesheets. Timesheets must be retained for three years for auditing purposes.

The student is responsible for ensuring the timesheet is completely filled out. The supervisor is responsible for turning in the timesheet to the Financial Aid Office by the 5th of each month; should the 5th fall on a weekend, the timesheet is due on the last business day before. Timesheets that are held for more than 30 days and not turned into the work-study coordinator for payment will be at risk of not being paid. Fraudulent or "padded" timesheets will result in termination from the FWS program and will be considered a code of conduct violation.

Students should not submit a timesheet prior to having worked the hours that are shown as having been worked. No timesheet should be signed before scheduled hours have been completed.

Pay Periods
Students are paid on the last workday of the month following the timesheet deadline. Work-study students are paid $15/hour for on campus jobs and $16/hour for off-campus tutors (Reading Literacy) and community service positions. Students in FWS must participate in the college direct deposit program.

Satisfactory Academic Progress
All FWS students must maintain satisfactory academic progress in their courses of study to remain eligible for FWS funds. For the level of satisfactory progress to be maintained, the student should refer to the Beaufort County Community College website. A new student applying for a work-study position must have at least a 2.0 GPA to be considered for a position.

Work-study Student Evaluations
Effective evaluation is important in measuring the student's development. Periodic evaluations of the work-study student by the supervisor provide an opportunity for the student to become aware of strengths and weaknesses. Evaluations will be placed in the student's permanent work-study records in the Financial Aid Office. Results of evaluations may be used in determining any recommendations the College may make concerning future employment references for the student. Supervisors are required to evaluate the student at the end of each term.

Dress Code
Each Individual department determines the dress code for work-study students. Students are required to dress appropriately for the specific job as stated by each supervisor. The student is expected to dress in a conservative manner as they are representing the College. The supervisor or the work-study coordinator will address a student's inappropriate dress. Disciplinary action may be required if the problem is not corrected.

Procedure for Student Disciplinary Action
1. Student would receive a request to come to the coordinator's office to discuss the disciplinary action and the disciplinary notice will be presented at this time.
2. When the student meets with the coordinator, the action taken and the reasons for the action are explained in full. The student is encouraged to share his or her perspective on the problem.
3. Student is given the opportunity to write an explanation of the circumstances surrounding the action, which may be written directly on the Disciplinary Notice or as an attachment at a later date if the student chooses to return to the office with additional comments.
4. If the coordinator of the work-study program deems it appropriate, a meeting is scheduled with the student, the supervisor and the coordinator. All sides of the problem are discussed, along with possible solutions.
5. If no solution is agreeable to both the student and the supervisor, the coordinator can choose to find another assignment for the student. If the student chooses not to accept the offer of another assignment, the student can decline in a written notice either by email or a signed statement.
6. In cases of theft, insubordination, a fraudulent timesheet, repeated failure to report to work without notification, or any other serious violation of work-study procedures or policies and procedure regarding campus conduct, the student may be suspended immediately from the FWS program.
7. In cases of suspension from the FWS program, the student may not work the remainder of the term. Gross misconduct may result in permanent suspension from FWS employment or further disciplinary actions as deemed appropriate.
8. All work-study students are responsible for reviewing relevant handbooks, policies, and procedures available through the college website.

If problems arise, disciplinary action should begin with the student's supervisor/department. However, the work-study coordinator reserves the right to implement the disciplinary procedures if necessary. Possible outcomes are:
1. Official warning

2. Recommendation for suspension from current FWS position

3. Recommendation for immediate suspension from the FWS program

Students and supervisors are required to complete a memo of understanding regarding participation in the FWS program.

Award Package Notification Revisions
When a revision is made to a student's award letter, these changes are automatically updated on the student's Self-Service account. Additionally, if the revision is due to an increase in their award for Federal Work-Study, the student will be emailed a copy of a revised award letter. Finally, if a recalculation is completed and it generates a new award amount, a revised award letter will be emailed to the student.

Controls in the Office of Financial Aid further limit those individuals who have the authority to authorize payments. By position, the Director is responsible for the Federal Work-Study Program, reviews time sheets and authorizes payment for these funds only.

Federal Regulations pertaining to Federal Work Study Program

CFR 675 – Federal Work-Study Programs

References

Legal References: *Enter legal references here*

Cross References:
Academic Support Services Policy
Federal Work Study Program Policy

History

Leadership Council Review/Approval Dates: *9/8/2023; 10/13/2023; 4/18/2025*

Senior Staff Review/Approval Dates: *6/6/2016;8/8/2023; 1/29/2025*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*